

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

IN REPLY REFER TO
BUPERSINST 5450.33A
PERS-03
3 Apr 2000

BUPERS INSTRUCTION 5450.33A

From: Chief of Naval Personnel

Subj: MISSION AND FUNCTIONS OF THE NAVAL RESERVE PERSONNEL
CENTER (NAVRESPERSCEN), NEW ORLEANS, LA

Ref: (a) OPNAVINST 5450.171C
(b) OPNAVNOTE 5450 Ser 09B22/8U509590 of 19 Oct 98

Encl: (1) Mission and Functions of the Naval Reserve Personnel
Center (NAVRESPERSCEN)

1. Purpose. To issue revised mission and functions of the Naval Reserve Personnel Center (NAVRESPERSCEN), in accordance with reference (a); and to incorporate the change to delegation of authority following the establishment of Navy Personnel Command, as discussed in reference (b). This instruction has been revised substantially and should be read in its entirety.

2. Cancellation. BUPERSINST 5450.33.

3. Summary of Changes. Enclosure (1) revises the mission and functions of NAVRESPERSCEN New Orleans. This is a complete revision and should be read in its entirety. Significant changes include:

a. Delegation of authority now reflects an Echelon 4 command, with the establishment of Navy Personnel Command as an Echelon 3 activity under the Chief of Naval Personnel, per reference (b).

b. Additional responsibility of providing EMPRS support for imaging of IRR, discharged and retired field service records.

c. Responsibility for administration of the ADT and Reenlistment Bonus Program RPN funding for eligible IRR members.

d. Deletion of management of DOD Reserve Components Common Personnel Data System.

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4. Status and Command Relationships. NAVRESPERSCEN is a shore activity in an active, fully operational status under a commanding officer.

a. Command: Naval Reserve Personnel Center

Echelon

1 Chief of Naval Operations

2 Chief of Naval Personnel

3 Commander, Navy Personnel Command

4 Commanding Officer, Naval Reserve Personnel Center

b. Area Coordination:

1 Commander, Naval Reserve Force

4. Action. The Commanding Officer, NAVRESPERSCEN, will ensure performance of the mission and functions in enclosure (1). NAVRESPERSCEN shall send all recommended changes to the Chief of Naval Personnel (PERS-03).

J. B. HINKLE
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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N09B22, N1

MISSION AND FUNCTIONS OF THE
NAVAL RESERVE PERSONNEL CENTER, NEW ORLEANS, LA

MISSION. Provide Pretrained Individual Manpower in support of the mobilization requirements of the Navy; manage the distribution of enlisted personnel on active duty in the Training and Administration of the Naval Reserve (TAR) program; and maintain personnel information on all Inactive Reserve and retired personnel.

FUNCTIONS.

1. Plans and establishes procedures for mobilization and initial distribution of Pretrained Individual Manpower (PIM) assets (Individual Ready Reserve (IRR), Standby Reserve, Fleet Reserve, and retired personnel).
2. Provides personnel support services for non-drilling reservists, Fleet Reserve, retired personnel, and their dependents and survivors.
3. Administers the enrollment of reservists in the Reserve Component Survivor Benefit Plan (RC-SBP) and the Defense Enrollment Eligibility Reporting System (DEERS).
4. Processes Inactive Naval Reserve retirements and separations including separations from the Temporary Disability Retired List.
5. Implements and administers an Information Resource Management Program as prescribed by the Commander, Navy Personnel Command.
6. Monitors and maintains data base accuracy for the Inactive Manpower and Personnel Management Information System (IMAPMIS).
7. Provides Commander, Naval Reserve Force (COMNAVRESFOR) and its component command and personnel with information and support relating to the Inactive Reserve.
8. Administers the classification, accreditation, and participation recording for Inactive Naval Reserve personnel.
9. Provides detailing and distribution of enlisted TAR personnel.
10. Provides training and management assistance in the area of Reserve personnel administration to Naval Reserve field

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activities and supporting Personnel Support Detachments (PERSUPPDETS).

11. Indoctrinates and trains Reserve personnel in procedures for mobilizing PIM assets.

12. Reviews proposed policy changes for their effect on PIM mobilization readiness.

13. Provides career counseling to IRR personnel and immediate reenlistment and extensions to qualified individuals.

14. Provides opinions and recommendations to the Board for Correction of Naval Records for matters involving present/former Naval Reservists and their heirs.

15. Maintains and administers service records for non-drilling Naval Ready Reserve, Standby Reserve, Temporary Disability Retired List, Fleet Reserve, and USN/USNR Retired personnel. Maintains health records for non-drilling Naval Ready Reserve.

16. Provides Electronic Military Personnel Records System (EMPRS) support for imaging of IRR, discharged and retired field service records.

17. Administers Active Duty Training (ADT) and Reenlistment Bonus Program Reserve Personnel, Navy (RP,N) funding for eligible IRR members.

18. Performs such other functions or tasks as may be directed by higher authority.